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CURRICULUM COMMITTEE NEW COURSE CHECKLIST

1. Course

Objectives:

- ~~Outline of course~~
- How fits into OTE categories, and Division or Office curriculum

2. Customer

- Who asked for it?
- What kind of needs assessment?

3. Students

- Who is course directed at?
- Grade, experience, directorate
- Kind of work (e.g. communicator, analyst, budget officer)

4. Course Design

- Short statement of purpose
- Course outline
- Method of instruction
- Opinion of external reviewer on methodology

5. Course Substance

- Course outline
- Opinion of external reviewer

6. Cost

- How many work years into develop and running?
- \$ (not counting OTE personal service)
- Opportunity cost, i.e. what else might be doing

7. Marketing

- Advertising, training officer network, etc. when and how?
- Post-course

8. Post-Course Review

- Evaluation plan. How will students evaluate?
Based on job evaluation? Non-student evaluation?
- Date for returning to C.C. with evaluation and recommendation re-continuance, changes, etc.